

RESOLUTION NO. 91-51

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE NEW CLASS SPECIFICATIONS
AND SALARY RANGE FOR ELECTRIC DATA TECHNICIAN/RELIEF OPERATOR

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RESOLVED, that the Lodi City Council does hereby approve the new class specifications for Electric Data Technician/Relief Operator as shown on Exhibit A attached hereto; and

RESOLVED, that said classification shall be represented by the IBEW Electric Utility unit; and

FURTHER RESOLVED, that the Lodi City Council hereby approves the establishment of the following salary range for this classification, effective March 20, 1991:

Electric Data Technician/Relief Operator				
A	B	C	D	E
3047.25	3199.78	3359.25	3527.39	3702.46

Dated: March 20, 1991


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I hereby certify that Resolution No. 91-51 was passed and adopted by the Lodi City Council in a regular meeting held March 20, 1991 by the following vote:

Ayes: Council Members - Pennino, Pinkerton, Sieglock, Snider
and Hinchman (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

ELECTRIC DATA TECHNICIAN/RELIEF OPERATOR**EXHIBIT A**DEFINITION:

Under direction, develops, maintains and audits system maps, schematics, diagrams and databases; field checks facilities to verify the accuracy of records; operates computers and peripheral equipment in areas of record keeping, graphics and mapping. Monitors, controls and takes charge of the City's electric and water distribution system as relief on any assigned shift; directs field switching operations; operates computer-based control systems; receives emergency calls; dispatches appropriate personnel and does related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is a journey level position performing skilled tasks with a minimum of direct supervision. This position is distinguished from the Utility Service Operator series in that it is expected to collect, organize, verify and manage the Department's data and records system relating to maps, schematics, diagrams and associated databases, as well as provide relief for Utility Service Operators on any shift.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate supervision from the Utility Operations Supervisor. Coordinates work schedules with other supervisory staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Develops, maintains, and audits system maps, schematics, diagrams and databases.
Field checks facilities to verify accuracy of records.
Operates computers and peripheral equipment in the areas of record keeping, graphics, mapping, and operations.
Operates reproduction equipment.
Operates mobile radio system.
Monitors, and operates the City's electric and water distribution systems.
Operates SCADA system.
Prepares switching programs, interruption reports, daily operational reports, etc.
Receives emergency calls and dispatches appropriate personnel.
Develops, monitors, and dispatches switching instructions for both field and substation switching.
Develops switching procedures for emergency service restoration.
Maintains system dispatch maps current.
Maintains various logs and records on facility operations.
Performs general cleaning and maintenance work in order to keep facilities in a clean and orderly condition.
Assists in training other operators.

MINIMUM QUALIFICATIONSKnowledge of:

Methods, electric utility maps, schematics, diagrams, and databases, materials and equipment used in the construction maintenance and operation and control of electric and water distribution systems.
Computers, peripheral equipment and software as applied to records and information systems.

MINIMUM QUALIFICATIONS (continued)

Knowledge of:

Safe work practices and procedures.
English usage, spelling, grammar and vocabulary.

Ability to:

Develop, maintain and audit system maps, schematics, diagrams and databases.
Develop records and databases from work order drawings and notes and sketches.
Field check distribution system facilities to verify the accuracy of existing records, drawings and sketches.
Operate computers and peripheral equipment in areas of record keeping, graphics and mapping.
Maintain good housekeeping in and around the work area.
Develop, carry out and take charge of switching procedures for the City's electric and water system.
Respond quickly in emergencies, and judge situations accurately.
Dispatch appropriate personnel under normal and emergency situations.
Read and interpret various diagrams, devices and computer generated data.
Maintain accurate records, maps and status board and prepare reports.
Establish and maintain cooperative working relationships.
Effectively communicate via radio, telephone and in writing with other employees, agencies and the general public.
Maintain professional and courteous demeanor in emergency and other work situations under adverse conditions.
Follow oral and written directions.
Speak clearly and decisively.
Work independently.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

Experience:

One year of experience as a primary operator in electrical utility operations and dispatch; experience in computer-based record keeping, graphics, database, and mapping.

RESPONSE REQUIREMENT

Must be able to meet a 20-minute response requirement.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

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